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USAF Declass/Release Instructions On File

DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 11-6

11 February 1974

Administrative Practices

UTILIZATION, MAINTENANCE AND ADMINISTRATION OF TRAILERS

This regulation establishes procedures governing the utilization, maintenance and administration of ATTG-owned personnel trailer quarters at the following locations: one trailer at the Golden Sands Trailer Court, Space 89, Lancaster; two at the Fountain Trailer Court, Spaces 11 and 27, North Edwards.

1. Policy. The provisions of this regulation are applicable to all military, staff and contract personnel assigned to the Group.
2. Responsibilities. The Director of Support is responsible for administering the procedures set forth in this regulation.
3. Procedures.

a. Reservations: The Personnel Section, Directorate of Support, will include instructions for obtaining reservations in incoming military personnel welcome letters and incoming civilian personnel will be advised of the availability of trailers on a case by case basis. Outgoing personnel will make reservations in person at the Personnel Section.

b. Occupancy: The period of occupancy for all personnel is normally unlimited unless all trailers are occupied. In such a case, the Director of Support will make a determination as to priorities and periods of occupancy.

c. Assignment and Termination:

(1) Personnel, upon contacting the Personnel Section will be assigned a trailer and be instructed to go to the appropriate trailer park office and ask for keys to the assigned trailer; after registering, they may occupy the trailer.

(2) Personnel will read the provisions of this Regulation upon assignment of trailer accommodations.

(3) Personnel will notify the Personnel Section not later than three days before the date they plan to vacate the trailer. On day of departure, they will checkout of the trailer park and turn in trailer keys to the trailer park office.

Supersedes ATTG Reg 11-6, 1 November 1972
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- d. Inspection and Inventory: The Installation Section, Directorate of Support, will make an inspection of the trailer being occupied and conduct an inventory of trailer furnishings with the occupant at both the commencement and termination of occupancy. All occupants will be required to cooperate fully with the Installation Section during the inspection and inventory.
- e. Housekeeping: During occupancy, the sponsor will be responsible for maintaining standards of good housekeeping for the trailer and will keep the outside lot area free of trash and litter.
- f. Grounds: Occupants are not responsible for mowing the lawns or watering lawns and shrubbery. This service is provided by the trailer park groundskeeper.
- g. Park Regulations: Occupants will be held responsible for complying with trailer park regulations. A copy of these regulations will be found posted inside the trailer or one may be obtained from the trailer park office.
- h. Laundry: Occupants will launder towels and bed linens, as facilities are readily available at the parks.
- i. Dogs: At both Golden Sands and Fountain Trailer Parks occupants must keep dogs on a leash or inside the trailer; dogs will not be tethered outside trailers. At Golden Sands Trailer Park a charge of \$1.50 per month per dog will be made.
- j. Departure Procedures: Upon departure, occupants will insure that the trailer and furnishings are left in a clean and orderly condition, using the following guidelines:
- (1) Remove all personal effects and foodstuffs, and dispose of trash.
 - (2) Clean and store in appropriate cabinets, all kitchen utensils, dishes and silverware.
 - (3) Clean stove and refrigerator.
 - (4) Remove all bed linens that were in use, collect soiled towels and place in clothes hamper. Do not replace bed linens.
 - (5) Clean bathroom facilities.
 - (6) Compile a list of known deficiencies in utilities (electrical, plumbing, etc.) or of hardware or other items requiring repair, and present to the Installations Section.

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k. Payments:

(1) Incoming personnel will make payment for trailer occupancy in cash to the Finance Officer, Directorate of Support, immediately after vacating the trailer.

(2) Outgoing personnel will make payment in cash to the Finance Officer not later than the day prior to departure from this station.

(3) Rates:

(a) Military Personnel Arriving or Departing PCS: Will be deducted 50 percent of their BAQ.

(b) Military Personnel on TDY: Officers will pay \$2.00 per day. Enlisted personnel will not be required to pay for quarters utilized.

(c) Staff and Contract Personnel: Personnel arriving from another area within the United States or departing from here to another area in the U.S., will forfeit 50 percent of their subsistence allowance at the start of trailer occupancy. After the 30-day subsistence allowance runs out, such personnel will pay \$3.50 per day for the trailer. Personnel coming from a foreign station will forfeit the Temporary Lodging Allowance at the start of trailer occupancy. After the 30-day Temporary Lodging Allowance runs out, such personnel will pay \$3.50 per day. Personnel departing for a foreign area will pay \$3.50 per day.

(d) All Others: All other personnel (including local-hire contract employees and dependents) will pay \$3.50 per day.

(4) Liability: Personnel occupying trailers will be billed for damages incurred beyond normal wear and tear, and for cleaning charges where occupant's cleaning has failed to meet good housekeeping standards.

1. Inspection and Maintenance: The Installation Section, Directorate of Support, will periodically inspect all trailers and perform necessary maintenance and repair as well as correcting all deficiencies cited by occupants.

m. Records: Financial records will be kept by the Finance Officer and a record of reservations will be kept by the Personnel Section.

Roger L. Cooper
ROGER L. COOPER, Colonel, USAF
Commander

Summary of revised, deleted, or added material

Changed paras 3j(4)&(5), Departure Procedures.
Changed para 3k(3)a, added 3k(3)(b), and changed
para 3k(3)(b) to (c) and para 3k(3)(c) to (d).

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